



AGENDA

Agricultural Service Board Meeting
December 11, 2024
1:30 p.m.

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
- 4. Delegations**
- 5. Reports for Discussion**
 - 5.1 Future of the Agricultural Service Board for the County of Minburn
Administration Presenter:
Cheryl Spencer Morley, Spencer Morley Consulting
 - 5.2 ASB Terms of Reference
Administration Presenter:
Quentin Bochar, Manager of Agriculture and Municipal Services
 - 5.3 Warble Control Area Bylaw
Administration Presenter:
Quentin Bochar, Manager of Agriculture and Municipal Services
 - 5.4 Establishing an Agricultural Appeals Committee
Administration Presenter:
Quentin Bochar, Manager of Agriculture and Municipal Services
 - 5.5 Weed Control Bylaw 714-1973
Administration Presenter:
Quentin Bochar, Manager of Agriculture and Municipal Services
- 6. Reports**
 - 6.1 Agricultural Fieldman
- 7. Correspondence and Information Items**
- 8. Adjournment**



AGRICULTURE SERVICES BOARD DISCUSSION PAPER

Topic: Future of the Agricultural Services Board for the County of Minburn

Date: December 11, 2024

Background

In early 2024, the ASB expressed its desire to change the current practice of having the ASB meeting during the Regular Council meeting. It was agreed to have the first separate ASB meeting in the fourth quarter of 2024. Currently, only members of Council are part of the ASB.

At present, the ASB does not have a written vision, mission or strategic plan on file. There is a need for the current Agricultural Services Board (ASB) for the County of Minburn to discuss its strategic priorities for the years ahead.

Information for the Board

The County requested the help of Spencer Morley Consulting to conduct one on one interviews with members of Council and local agricultural societies to gain knowledge of their perspectives on the future of the ASB.

Council was asked what they thought was working well, what could be improved and what type of vision they had for a strategic plan moving forward.

This information has been collated and will be presented today (see attachment 1) along with information on how other ASBs work and what their strategic plans consist of.

Recommendation

It is recommended that Council have a discussion on:

- Whether or not Council wishes to add members of the public to the Board
- What the Vision and Mission should be for the ASB
- What top three priorities should be areas of focus for the next few years?

Attachments:

PPT – Research and Engagement Results – Future of Agricultural Services Board for the County of Minburn

Report – Background Report for Development of Agricultural Strategy



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Research and Engagement Results

Future of Agricultural Services Board (ASB) for County of Minburn

December 11, 2024



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How other
ASBs work
in Smaller
Munis

Draw from local knowledge (local public members)

Collaboration with provincial programs

Oversee weed and pest control and soil conservation

Serve as agricultural policy advisors to Council

Help with education sessions for the community



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Samples of Strategic Plan Areas for other ASBs

**Support for
Local Farmers**

**Sustainability
& Innovation**

**Education &
Workforce
Development**

**Diversification
of Agricultural
Activities**

**Infrastructure
& Market
Access**

**Climate
Resilience &
Adaptation**



What
Council said
– what's
working
well

Effectiveness of crop
monitoring, noxious weed
management, and
infrastructure maintenance

Noted the value of audits
at seed plants, monitoring
grain terminals, and the
current efforts of
agricultural societies



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What Council said – areas for improvement

- Increasing funding for noxious weed management (other parties paying), expanding educational programs on funding opportunities
- Incorporating AI and new technologies into agricultural practices
- Interest in hosting more open houses and demos
- Desire for more proactive lobbying



What Council said - role of County

- Supportive role, with a focus on continuing its current programs and exploring new initiatives
- Some openness to involving the public more in the ASB and fostering growth in rural tourism and local agribusiness
- Some hesitation about getting too involved in the operations of agricultural societies, preferring to let them manage their own activities
- Opportunity for greater collaboration between the five agriculture societies in the area



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What
Agricultural
Societies Said
– keep
funding with
some areas
for
improvement

- Would like to see more engagement and presence of Council members/County at events and meetings
- More knowledge sharing on what's happening at the County – perhaps promote more Agri-tourism and awareness of community events
- More opportunities for more recreational spaces for youth/families in some areas



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What Agricultural Societies Said – vision forward

- Agree with expanding educational programs/workshops on funding opportunities to showcase available resources
- Bring together agricultural societies for some joint meetings to help in collaboration
- Support for Women in Agriculture Program
- Sustainability and growth both in the agriculture industry and rural communities



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Sample Vision and Mission Statement of ASB

Vision: A thriving, sustainable agricultural sector that supports economic growth and environmental stewardship in our municipality.

Mission: To provide leadership, education, and resources for the local agricultural community, ensuring best practices in land management, pest control, and policy development.



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Sample priority structure for ASBs

Priority 1: Agricultural Sustainability and Environmental Stewardship

Goal: Promote environmentally responsible farming practices.

Actions: Support soil health initiatives (e.g., soil testing programs, workshops), Encourage water conservation practices in farming, Provide guidance on sustainable crop rotation and pest management.

Measures of Success: Increased adoption of soil conservation methods, greater farmer participation in sustainability workshops.



What's next – questions and discussion for Council

- Would Council like to have members of the public be part of their ASB?
- Vision and Mission?
- Priorities and measures for next few years (Agricultural Sustainability? Pest and Weed Management? Education and Outreach? Advocacy?)
- Would you like more public engagement on setting the priorities for the plan?



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Contact
Information

Happy to
serve you!

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BACKGROUND REPORT FOR DEVELOPMENT OF AGRICULTURAL STRATEGY

COUNTY OF MINBURN



Prepared by Spencer Morley Consulting
August 2024



SPENCER MORLEY CONSULTING

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PURPOSE OF THIS REPORT

Spencer Morley Consulting was contracted to prepare a report to provide background on the current state of agricultural services in the County of Minburn, gather information on smaller rural municipal Agriculture Service Board priorities and plans in Alberta and gain insights from one-on-one interviews with members of Council from the County of Minburn and the CAO.

Members of Council and the CAO were asked for their perspectives on what is currently working well in terms of supports for agricultural services, what areas that could be improved and any vision they have regarding the future of agricultural services and the Agriculture Services Board.

By gathering these perspectives, the report seeks to inform and guide the development of strategies and supports that will enhance the effectiveness and impact of agricultural services in the County of Minburn.

TYPES OF AGRICULTURE IN COUNTY OF MINBURN

According to the website, the County of Minburn contains 694,304 acres of land with approximately one half million acres cropped annually or seeded to tame forage. The balance is made up of both improved and unimproved pastureland and native bush. Grain and Cow/Calf production is the majority of our Agricultural Production.

Key Characteristics of Agriculture in Minburn County:

1. Grain and Oilseed Farming

- The county is primarily known for its production of cereal grains such as **wheat, barley, oats, and canola**, which are well-suited to the soil and climate. These crops are staples in the region, contributing significantly to the local economy and the wider agricultural market in Alberta.
- **Canola** is particularly important, with its strong demand both domestically and internationally, used for oil production and animal feed.

2. Livestock Farming

- Livestock, particularly **cattle ranching**, is another significant component of Minburn County's agricultural profile. With wide open spaces and pastureland, the region supports beef cattle production, which serves both local and export markets.
- In addition to beef, the county also supports **pork and poultry farming**, adding diversity to its livestock sector.

3. Mixed Farming Operations

- Many farms in the county engage in **mixed farming**, where they balance crop production with livestock. This integrated approach helps farmers manage risk and improve sustainability by using crop by-products for animal feed and utilizing livestock manure for fertilization.

4. Forage Crops

- Forage crops, such as **alfalfa and hay**, are also significant in the county, particularly for supporting the livestock sector. These crops provide essential feed for cattle and other animals during the winter months when grazing is not possible.

5. Challenges & Opportunities

- **Climate variability:** Farmers in Minburn, like many other rural areas in Alberta, face challenges due to weather variability. Droughts or heavy rains can impact both crop yields and livestock health, requiring adaptive strategies.
- **Technological advancements:** Many farms are incorporating **ag-tech solutions** such as precision farming, advanced irrigation, and more efficient machinery to increase productivity while minimizing environmental impact.
- **Sustainability efforts:** There's growing attention to sustainable practices, including **soil conservation, water management**, and the use of **cover crops** to enhance biodiversity and reduce erosion.

6. Community and Agricultural Support

- The community has a strong **network of cooperatives and local organizations** to support agricultural businesses and foster collaboration among producers.

TECHNOLOGICAL TRENDS IN MINBURN COUNTY AGRICULTURE

Precision Farming and Ag-Tech

- Farmers in the County of Minburn are increasingly adopting **precision farming techniques**. These involve using data-driven technologies like **GPS-guided equipment, drones, and satellite imagery** to optimize planting, fertilization, and irrigation. The goal is to improve yields, reduce waste, and lower input costs by applying resources more efficiently.
- **Soil sensors and remote monitoring systems** help track soil moisture and nutrient levels, which aids in more precise decision-making for crop management.

Drones and Aerial Surveillance

- **Drones** are being used for a variety of tasks such as monitoring crop health, assessing field conditions, and identifying pest or disease outbreaks. This allows farmers to respond quickly to any issues, minimizing potential losses.
- Drone imagery helps farmers map their land with precision, enabling better planning for crop rotations, fertilization, and water usage.

Robotics and Automation

- In large-scale grain operations, farmers are exploring the use of **automated machinery** like autonomous tractors, sprayers, and seeders. These technologies reduce labor costs and increase efficiency, especially during peak planting and harvest seasons.
- **Automated feeding systems** for livestock are also becoming more common, ensuring that animals receive consistent nutrition with minimal human labour.

Smart Irrigation Systems

- Given the variability of Alberta's climate, water management is crucial. Smart irrigation systems, which use real-time data from weather forecasts and soil sensors, help farmers in Minburn County conserve water by only irrigating when and where it's needed.
- These systems reduce water wastage and improve crop health by delivering precise amounts of water.

AGRICULTURAL POLICIES IMPACTING MINBURN COUNTY

Samples of Provincial Support Programs

- **Agriculture Financial Services Corporation (AFSC):** The Alberta government, through the AFSC, offers financial support, including **insurance programs, loans, and disaster recovery assistance** for farmers facing adverse conditions such as droughts, floods, or disease outbreaks.
- **Farm and Ranch Safety Grants:** These grants help Minburn farmers implement health and safety measures on their operations, particularly for high-risk tasks like operating heavy machinery or managing livestock.
- **Small Community Opportunity Program Grants:** These grants are for non-profits, Indigenous and small communities help build capacity in agriculture, small business and local economic development.

Environmental and Sustainability Initiatives

- **Environmental Farm Plan (EFP):** This is a voluntary, confidential self-assessment tool that helps farmers identify and reduce environmental risks on their farms. Many Minburn farmers participate in the EFP to maintain soil health, protect water sources, and manage biodiversity.
- **Climate Change Adaptation:** As part of Alberta's broader climate change strategy, farmers are being encouraged to adopt **sustainable practices**. This includes the use of **cover crops, no-till farming**, and strategies to improve soil carbon storage, which reduce greenhouse gas emissions and build long-term resilience.

Local Agricultural Policies and Support

- The County of Minburn is involved in several regional collaborations aimed at supporting agriculture. These include policies that encourage land stewardship and sustainable development, while also maintaining the balance between agricultural, residential, and industrial land use.
- **Agri-Tourism and Diversification Initiatives:** The County supports some efforts to diversify the agricultural economy by promoting agri-tourism. This includes farm tours, harvest festivals, and developing value-added products like artisanal foods, which offer alternative income streams for farmers.

Market Access and Export Support

- Alberta's government supports **international trade** efforts, helping farmers in the County of Minburn gain access to global markets, particularly for grains and oilseeds like wheat and canola.
- Programs such as **Growing Forward 2 (GF2)** provide funding for initiatives that enhance productivity and competitiveness in both local and international markets. This includes helping farmers adopt new technologies or transition to more sustainable practices.

CURRENT AGRICULTURAL SERVICES BOARD IN THE COUNTY

Currently, the Board is comprised of all members of Council and the areas of Agricultural Service Board's responsibility include:

- Monitoring & Enforcement of Alberta Agricultural Pests Act
- Monitoring & Enforcement of Alberta Weed Control Act
- Provide extension service from Government of Alberta's Department of Agriculture to Producers
- Perform weed & brush control on approximately 1400 miles of local roads

OTHER AGRICULTURAL SERVICES BOARDS (ASBS)

1. **Local Authority:** Most ASBs operate under the local municipal council's jurisdiction, often involving elected councillors, local farmers, and agricultural representatives. In smaller municipalities, these boards tend to be more grassroots, drawing from local knowledge to address issues specific to the area.
2. **Funding and Resources:** Smaller municipalities may have limited resources, so ASBs in these regions often collaborate with provincial programs for funding and technical support. They typically receive a combination of municipal and provincial funding to run their programs.
3. **Mandates:** Most ASBs have core responsibilities, including:
 - **Weed and Pest Control:** Enforcing provincial acts like the **Weed Control Act and Agricultural Pests Act**. This may involve inspections and education to ensure compliance
 - **Soil Conservation:** Promoting best practices for sustainable land use under the **Soil Conservation Act**.
 - **Agricultural Policy Advising:** Advising local councils on agricultural matters and suggesting improvements in infrastructure, land use, or services that benefit farmers.
4. **Education and Extension:** ASBs in smaller municipalities focus on outreach and education, often conducting workshops and field days to promote new techniques and technologies in agriculture.
5. **Collaboration:** They work closely with provincial organizations like Alberta Agriculture and Forestry and local farmers to ensure agricultural sustainability and development.

Due to their smaller scale, ASBs in smaller municipalities focus on issues that have an immediate and tangible impact on local farming operations, acting as a bridge between the municipal government and rural agricultural needs.

STRATEGIC PLANS FOR AGRICULTURAL SERVICES BOARDS

After reviewing agricultural strategies in other rural settings in Alberta, it's clear that most focus on these types of areas:

1. Support for Local Farmers

- **Local Food Systems:** Encourage farm-to-table initiatives and local farmers' markets. Foster partnerships between farmers and local businesses, restaurants, and schools to promote local produce.
- **Financial Incentives:** Provide tax breaks, grants, or low-interest loans to support small-scale and family-owned farms in implementing sustainable practices.

2. Sustainability & Innovation

- **Sustainable Practices:** Promote soil health, water conservation, and regenerative agriculture practices that can increase long-term productivity while reducing environmental impact.
- **Ag-Tech Adoption:** Encourage the use of new technologies (e.g., precision farming, drone monitoring, climate-resistant crops) to improve yields and reduce resource use.

3. Education & Workforce Development

- **Agricultural Training Programs:** Partner with educational institutions to create training programs focused on modern farming techniques, sustainability, and business development for farmers and agricultural workers.
- **Youth Engagement:** Develop programs to involve youth in agriculture, such as 4-H clubs or apprenticeships, to secure the future of local farming.

4. Diversification of Agricultural Activities

- **Value-Added Products:** Support the development of value-added products (e.g., cheeses, jams, organic skincare products) to diversify income streams for local farmers
- **Agri-Tourism:** Promote farm tours, bed-and-breakfasts, and other tourism-related activities that bring visitors to local farms and boost rural economies.

5. Infrastructure & Market Access

- **Improved Transportation:** Ensure roads and infrastructure are maintained to facilitate easy access to markets for both local and export sales.
- **Digital Connectivity:** Expand broadband access to support ag-tech innovation, online sales, and remote learning for farmers.

6. Climate Resilience & Adaptation

- **Climate-Smart Agriculture:** Implement strategies to adapt to changing climate conditions, such as selecting drought-resistant crops or improving irrigation systems
- **Risk Management:** Educate farmers on insurance options, disaster preparedness, and financial planning to mitigate the risks of extreme weather events.

7. Community Engagement & Policy Development

- **Inclusive Decision-Making:** Regularly engage the community, including farmers, local businesses, and residents, in discussions on agricultural policy to ensure their needs and concerns are addressed.
- **Policy Support:** Advocate for regional, provincial, and federal policies that support rural agriculture, including subsidies, grants, and research funding.

In addition, some of the newer strategies are starting to focus on:

- **Climate Resilience Programs:** Increase emphasis on educating farmers about **climate-resilient crops** and techniques. Government and university-led research projects offer insights into drought-tolerant plant varieties and ways to adapt to changing weather patterns.
- **Young Farmer Support:** With the aging population in agriculture, both provincial and federal programs aim to support **young farmers** in acquiring land, accessing training, and adopting new farming technologies. This ensures the continuation of farming traditions and innovation within the community.

The strategic plans are usually adaptable to specific municipal needs but based on core components that enhance agricultural productivity, sustainability, and rural land management.

Here is a sample of a vision and mission statement:

Vision: A thriving, sustainable agricultural sector that supports economic growth and environmental stewardship in our municipality.

Mission: To provide leadership, education, and resources for the local agricultural community, ensuring best practices in land management, pest control, and policy development.

Here are some samples of strategic priorities:

Priority 1: Agricultural Sustainability and Environmental Stewardship

- **Goal:** Promote environmentally responsible farming practices.
- **Actions:**
 - Support soil health initiatives (e.g., soil testing programs, workshops).
 - Encourage water conservation practices in farming.

Provide guidance on sustainable crop rotation and pest management.

- **Measures of Success:** Increased adoption of soil conservation methods, greater farmer participation in sustainability workshops.

Priority 2: Pest and Weed Management

- **Goal:** Maintain effective control of agricultural pests and weeds.
- **Actions:**
 - Implement regular inspections and enforce the **Weed Control Act and Agricultural Pests Act**.
 - Offer education on identifying and managing invasive species.
 - Collaborate with neighboring municipalities on regional pest control initiatives.
- **Measures of Success:** Reduction in invasive species reports, improved compliance with pest control regulations.

Priority 3: Education and Extension Services

- **Goal:** Provide ongoing education and support to the local agricultural community.
- **Actions:**
 - Host training sessions on innovative farming techniques, pest management, and soil health.
 - Create partnerships with agricultural research bodies to deliver workshops.
 - Provide timely communication to farmers on new policies, technologies, and industry trends
- **Measures of Success:** Higher attendance in educational events, increased satisfaction among farmers.

Priority 4: Policy Development and Advocacy

- **Goal:** Influence agricultural policy at the local and provincial levels.
- **Actions:**
 - Engage regularly with municipal and provincial governments to discuss agricultural needs.
 - Advise the local council on policy changes that affect agriculture.
 - Advocate for funding and resources to support local farmers and rural infrastructure.
- **Measures of Success:** Policy changes benefiting agriculture, increased provincial funding for municipal agricultural projects.

Priority 5: Collaboration and Partnerships

- **Goal:** Foster strong relationships with stakeholders to enhance agricultural services.
- **Actions:**
 - Build partnerships with local farmers, provincial bodies, and research institutions.
 - Develop joint programs with other municipalities for large-scale pest or weed management.
 - Work closely with the provincial government for funding and technical support.
- **Measures of Success:** More collaborative projects, enhanced regional programs with partner municipalities.

Most strategic plans for Agriculture Service Boards also include:

- Action plan that details a **timeline** for each strategic priority
- Assigned **roles and responsibilities** within the ASB and municipal staff
- Established annual **budget** aligned with strategic goals, ensuring funds for key initiatives
- **Key Performance Indicators (KPIs)** to assess progress (e.g., reduction in pest outbreaks, participation rates in workshops, policy changes)
- **Annual reviews** to evaluate the effectiveness of initiatives

SUMMARY OF INTERVIEWS WITH COUNTY OF MINBURN COUNCIL AND CAO

What's Working Well: Council members emphasized the effectiveness of crop monitoring, noxious weed management, and infrastructure maintenance. They also noted the value of audits at seed plants, monitoring grain terminals, and the current agricultural society's efforts.

Areas for Improvement/Vision Moving Forward: Suggestions included increasing funding for noxious weed management (other parties paying), expanding educational programs on funding opportunities, and incorporating AI and new technologies into agricultural practices. The number one consistent area that was mentioned by several Council members was interest in hosting more open houses and demo days to showcase available resources, and there was a strong desire for more proactive lobbying.

County Role/Other Stakeholders: The County is seen as playing a supportive role, with a focus on continuing its current programs and exploring new initiatives. There is openness to involving the public more in the Agriculture Service Board (ASB) and fostering growth in rural tourism and local agribusiness. However, there is also some hesitation about getting too involved in the operations of agricultural societies, preferring to let them manage their own activities. There is an opportunity for greater collaboration between the five agriculture societies in the area.

RECOMMENDATIONS ON NEXT STEPS

Given the consistent feedback from Council that educational sessions would be of great benefit to the community, a short-term win could be developing some of these informational sessions or open houses.

If the County desired more stakeholder interviews, Spencer Morley Consulting could conduct interviews with the County's agricultural societies to get some further perspectives.

It is recommended that a strategic planning session be held with Council to go over this report and determine potential areas of focus for the Agricultural Services Board (potential for Council meeting late October 2024) including whether they wish to consider having members of the public join the Board.

After that discussion, a draft strategic plan could be developed for Council's consideration – this draft strategic plan could be released for public input and comments throughout the fall (option to host open houses, information on website, email/call Manager of Agricultural Services for input). In addition, work must take place with Administration to determine what Key Performance Measures could be developed to correspond with the strategic plan. A final plan is possible to be ready by the end of 2024.



AGRICULTURE SERVICES BOARD DISCUSSION PAPER

Topic: Agricultural Service Board (ASB) Terms of Reference (TOR)

Date: December 11, 2024

Background

As farming operations expanded in Alberta during the period from the 1920's to the 1940's, two significant production problems emerged. One was the introduction and spread of new weeds, and the other, wind drifting and water erosion of good agricultural land.

In 1944 the province met with some municipalities and the concept of Agricultural Service Boards was born. In 1945 the province passed the Agricultural Service Boards Act. The first two were the MD of Conrich and the County of Red Deer. The ASBs are advisory to the County Council and the Minister of Agriculture in Alberta.

County of Minburn No. 27 Agricultural Service Board (ASB) was established on February 9, 1946.

There does not appear to be a Bylaw or Terms of Reference (TOR) for Minburn County's ASB.

Information for the Board

The Terms of Reference (TOR) for the ASB is a guidance document outlining the board's structure and functions. It includes details such as the scope or purpose, membership composition, and meeting frequency.

For this meeting, there are two versions of the TOR to review: one for an all-Council ASB and another for a mixed ASB with both Council and public members. If Council opts for a mixed ASB, it's important to note that a budget will need to be established to cover per diems and training opportunities for public members.

Administration recommends that the Agricultural Service Board advise County Council to approve one of the two versions of the TOR.

Recommendation

THAT the Agriculture Service Board recommends that Administration forward the ASB TOR to County Council for approval.

Attachment:

ASB Terms of Reference Council version

ASB Terms of Reference Public Members version

Agricultural Service Board

Terms of Reference (TOR) – *Council Members*

Purpose:

The Agricultural Service Board (ASB) acts as an advisory board as set out in the *Agricultural Service Board Act RSA 2000, c.A-10* (the Act) and to promote the importance of Agriculture to the County of Minburn (the County).

Scope:

The duties of the Agricultural Service Board are set out in Section 2 of the Act:

1. To act as an advisory body and to assist the council and minister, in matters of mutual concern;
2. To advise on and to help organize and direct weed and pest control and soil and water conservation programs;
3. To assist in the control of Animal Disease under the Animal Health Act;
4. To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer;
5. To promote and develop agricultural policies to meet the needs of the municipality.

In addition to the duties set out in the Act, the ASB is responsible for the following:

- a) Ensuring that all Provincial Statutes (*Agricultural Pests Act, Agricultural Service Board Act, Soil Conservation Act, and the Weed Act*) are administered to the benefit of all municipal residents.
- b) Communicating the successes of the County's Agricultural Services.
- c) Educating the public on the importance of agriculture to the County.

Membership:

The ASB shall consist of:

- The whole of County Council (seven (7) members); and
- Agricultural Fieldman (non-voting member)
- Administrative Representative (non-voting member)

Terms of Member Appointments:

Council appointments are made annually at the organizational meeting.

Chair and Vice-Chair:

The Board shall elect a Chair and a Vice-Chair on an annual basis from among its members.

The Chair presides over ASB meetings. The Vice-Chair will take over the duties of the Chair whenever the Chair is unavailable.

Administrative Support:

Administration supports the ASB, in a non-voting capacity, by coordinating meetings and providing information and expertise as required.

Administration further supports the ASB by promoting the Agricultural industry as follows:

- 1) Communicating the successes of the County's agricultural services.
- 2) Assisting with the marketing of the County's agricultural producers.
- 3) Educating the public on the importance of agriculture to the County.

Section 6 of the *Agriculture Service Boards Act RSA 2000, c. A-10* sets out that Alberta Agriculture and Irrigation may provide a representative to attend ASB meetings in a non-voting capacity to advise the board on government programs, agricultural problems and the needs of the municipality.

Quorum

Quorum shall consist of a simple majority of members.

Authority:

The ASB is a committee of Council and only has the authority to recommend action for Council consideration.

Supporting Documents:

Bylaw ____ Agriculture Service Board Bylaw and the Act

Meeting Schedule:

Meetings shall be held a minimum of two times per year at a date and time as determined by the Agricultural Service Board.

Minutes:

Minutes of the ASB will be recorded by the administrative support to the Board and will be taken to a future Council meeting as information.

Annual Report:

The ASB will present an annual report to Council containing a summary of its activities from the previous year as per the Act.

DRAFT

Agricultural Service Board

Terms of Reference (TOR) – *Council and Public Members*

Purpose:

The purpose of the Agricultural Service Board (ASB) is to fulfill the mandate set out in the *Agricultural Service Board Act RSA 2000, c.A-10* (the Act) and to promote the importance of Agriculture to the County of Minburn (the County).

Scope:

The duties of the Agricultural Service Board are set out in Section 2 of the Act:

1. To act as an advisory body and to assist the council and minister, in matters of mutual concern.
2. To advise on and to help organize and direct weed and pest control and soil and water conservation programs.
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- b) Communicating the successes of the County's Agricultural Services.
- c) Educating the public on the importance of agriculture to the County.

Membership:

The ASB shall consist of:

- Option A
 - The whole of County Council (seven (7) voting members); and
 - Three (3) members-at-large (voting)
 - Agricultural Fieldman (non-voting member)

- Administrative Representative (non-voting member)
- Option B
 - The whole of County Council (three (3) voting members); and
 - Four members-at-large (voting)
 - Agricultural Fieldman (non-voting member)
 - Administrative Representative (non-voting member)
- Option C
 - The whole of County Council (three (3) voting members); and
 - Four (4) members-at-large (voting), representing specific areas; either two (2) from north of Highway 16 and two (2) from south of Highway 16, or two (2) from east of Highway 870 and two (2) from west of Highway 870.
 - Agricultural Fieldman (non-voting member)
 - Administrative Representative (non-voting member)

Terms of Member Appointments:

Council appointments are made annually at the organizational meeting. Public Board members will be appointed by County Council.

Chair and Vice-Chair:

The Board shall elect a Chair and a Vice-Chair on an annual basis from among its members.

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Administrative Support:

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- 1) Communicating the successes of the County's agricultural services.
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Section 6 of the *Agriculture Service Boards Act RSA 2000, c. A-10* sets out that Alberta Agriculture and Irrigation may provide a representative to attend ASB meetings in a non-voting capacity to advise the board on government programs, agricultural problems and the needs of the municipality.

Quorum

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Authority:

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Minutes of the ASB will be recorded by the administrative support to the Board and will be taken to a future Council meeting as information.

Annual Report:

The ASB will present an annual report to Council containing a summary of its activities from the previous year as per the Act.



AGRICULTURE SERVICE BOARD DISCUSSION PAPER

Topic: Repeal Bylaw No. 668-1971 and Bylaw 679-1972

Date: December 11, 2024

Background

Bylaw 668-1971 passed third reading on September 30, 1971, authorizing the establishment of a Warble Control Area in the County of Minburn No. 27. Bylaw 679-1972 amends By-Law 668-1971 renumbering and adding sections.

A Warble refers to a type of parasitic infestation caused by the larvae of certain botfly species (Heel Fly), which burrow into the skin of animals (typically mammals like cattle, or deer). These larvae create raised, swollen areas, or warbles, on the skin as they develop and during this period, they damage the meat and hide of infested animals and are responsible for reduced milk production in lactating cattle and lower weight gains in calves.

Information for the Board

The Bylaw 668-1971 was passed under the authority of the Agricultural Pests Act 1960. The Bylaw 679-1972 was passed to amend Bylaw 668-1971. By the 1980's warble outbreaks were no longer the concern that they were in previous decades. There are still provisions in the current Alberta Agricultural Pests Act RSA 2000, Chapter. A-8 and the Alberta Pest and Nuisance Control Regulation AR 184/2001, Section 12 to deal with Warble Larva without having to create a Warble Control Area.

Administration recommends to the Agriculture Service Board to recommend that County Council approve rescinding the Bylaw 688-1971 and Bylaw 679-1972 to clean up and modernize the active list of ASB By-Laws for County of Minburn No. 27.

Recommendation

THAT the Agriculture Service Board recommends that administration forward Bylaw 668-1971 and Bylaw 679-1972 to County Council for rescinding with a rescinding By-Law.

Attachment:

Bylaw 668-1971 Warble Control Area.

Bylaw 679-1972 Amended Warble Control Bylaw

Bylaw 1355-24 Rescinding Warble Control Area Bylaw

Bylaw 1356-24 Rescinding Amended Warble Control Area Bylaw.

COUNTY OF MINBURN NO. 27

BYLAW NO. 1355-24

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO RESCIND BYLAW NO. 668-1971.

WHEREAS Section 63 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 provides for the revision of bylaws, including the repeal of bylaws.

WHEREAS Bylaw No. 668-1971 was passed on September 30, 1971, for the purpose of establishing a Warble Control Area in the County of Minburn No. 27.

WHEREAS Bylaw No. 668-1971 is no longer required as Warbles are listed under the Agricultural Pests Act RSA 2000 Chapter A-8. And therefore, does not require a control area.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT Bylaw No. 668-1971 be rescinded on the date this bylaw comes into force.
2. THAT Bylaw No. 1355-24 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the __ day of January, 2025.

READ a first time the __ day of January, 2025.

READ a second time the __ day of January, 2025.

READ a third time the __ day of January, 2025.

REEVE

CHIEF ADMINISTRATIVE OFFICER

COUNTY OF MINBURN NO. 27

BYLAW NO. 1356-24

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO RESCIND BYLAW NO. 668-1971.

WHEREAS Section 63 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 provides for the revision of bylaws, including the repeal of bylaws.

WHEREAS Bylaw No. 679-1972 was passed on April 17, 1972, for the purpose of amending Bylaw 668-1971 in the County of Minburn No. 27.

WHEREAS Bylaw No. 679-1972 is no longer required as Warbles are listed under the Agricultural Pests Act RSA 2000 Chapter A-8. And therefore, does not require a control area.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT Bylaw No. 679-1972 be rescinded on the date this bylaw comes into force.
2. THAT Bylaw No. 1356-24 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the __ day of January, 2025.

READ a first time the __ day of January, 2025.

READ a second time the __ day of January, 2025.

READ a third time the __ day of January, 2025.

REEVE

CHIEF ADMINISTRATIVE OFFICER

COUNTY OF MINBURN NO. 27

BYLAW NO. 1356-24

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO RESCIND BYLAW NO. 668-1971.

WHEREAS Section 63 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 provides for the revision of bylaws, including the repeal of bylaws.

WHEREAS Bylaw No. 679-1972 was passed on April 17, 1972, for the purpose of amending Bylaw 668-1971 in the County of Minburn No. 27.

WHEREAS Bylaw No. 679-1972 is no longer required as Warbles are listed under the Agricultural Pests Act RSA 2000 Chapter A-8. And therefore, does not require a control area.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT Bylaw No. 679-1972 be rescinded on the date this bylaw comes into force.
2. THAT Bylaw No. 1356-24 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the __ day of January, 2025.

READ a first time the __ day of January, 2025.

READ a second time the __ day of January, 2025.

READ a third time the __ day of January, 2025.

REEVE

CHIEF ADMINISTRATIVE OFFICER

COUNTY OF MINBURN NO. 27

BY-LAW NO. 679-1972

A By-Law of the County of Minburn No. 27 to amend By-Law No. 668-1971, Warble Control By-Law.

The Council of the County of Minburn No. 27 hereby enacts as follows:

That By-Law No. 668-1971 be amended by renumbering Section 7 to read Section 10 and by adding new Sections 7, 8 and 9 to read as follows:

7. For the purposes of this By-Law the word "officer" shall be defined as set out in The Agricultural Pests Act.
8. An officer may, by notice in writing addressed to the person owning or occupying lands containing cattle, order the owner or occupier of the lands to confine all cattle subject to Warble Control for inspection in such a manner and at such reasonable time as directed by the officer as to allow the officer to examine the cattle for warble fly larva.
9. The notice referred to in paragraph 8 shall be deemed to have been duly given and served on the person to whom it is addressed
 - (a) on the notice being personally delivered to the person to whom it is addressed, or
 - (b) on leaving it with a person presumed to be over the age of sixteen years at the place of abode of the person to whom the notice is addressed, or
 - (c) on sending it by registered mail addressed to the last known postal address of the person to whom the notice is addressed, or
 - (d) on posting the notice in a conspicuous place on any building or erection situated on the land referred to in the notice, if the officer has reason to believe that the notice if delivered in any of the other ways mentioned in this subsection will not be received by the person to whom it is addressed within three days of the date of the notice.
10. Any person who contravenes this By-Law is guilty of an offence and liable to summary conviction as set out in Section 25 of the Agricultural Pests Act and/or Chapter 246, Section 157 of the Municipal Government Act.

READ A FIRST TIME this 17th day of April, 1972,
on motion of Councillor Barlott.

READ A SECOND TIME this 17th day of April, 1972,
on motion of Councillor Hinton.

READ A THIRD TIME by unanimous consent of all Councillors present
this 17th day of April, 1972, on motion of
Councillor Grabas and FINALLY PASSED.

A. W. Roland
REEVE

James J. Grabas
SECRETARY-TREASURER



AGRICULTURE SERVICES BOARD DISCUSSION PAPER

Topic: ByLaw 1357-24 to Establish an Agricultural Appeals Board

Date: December 11, 2024

Background

Appeal committees are required in the Agricultural Pests Act, the Soil Conservation Act, and the Weed Control Act.

The Agricultural Pests Act stipulates in 14(5) A local authority shall annually appoint a committee to hear and determine appeals under this section and on receipt of a notice of appeal a local authority shall refer the appeal to that committee.

The Weed Control Act stipulates in 19(1) A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspectors' notices, local authority's notices and debt recovery notices.

The Soil Conservation Act stipulates in 14(a) in the case of a municipal district, the Board, or, if there is no Board, at the discretion of the council,

- (i) The council, or
- (ii) At least 3 members of the council appointed by a resolution of council.

Information for the Board

The MGA specifies that any municipal appeal board must be established through a bylaw to ensure its legal authority and operational framework are clear. Municipalities would rely on their general bylaw-making authority under Part 2 (sections 7–9) of the MGA. For instance:

- Section 7: Grants a municipality the power to pass bylaws for municipal purposes.
- Section 8: Details the authority to establish regulatory frameworks, which could include boards for appeals on specific municipal matters.

Administration recommends to the Agriculture Service Board to recommend that County Council approve Bylaw 1357-24 to establish an Agricultural Appeals Board made of up ASB members and Public at Large members.

Recommendation

THAT the Agricultural Service Board recommends that administration forward Bylaw 1357-24 to County Council for approval to Establish an Agricultural Appeals Board made of up ASB members and Public at Large members.

Attachment:

Bylaw 1357-24

COUNTY OF MINBURN NO.27

BYLAW NO. 1357-24

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE AGRICULTURAL APPEAL BOARD.

WHEREAS, section 14 of the *Agricultural Pests Act*, RSA 2000 c.A-8, requires the establishment of a committee to hear appeals respecting notices issued under section 12 of the Act;

AND WHEREAS, section 7 of the *Soil Conservation Act*, RSA 2000 c. S-15 requires the establishment of a committee to hear appeals respecting notices issued under section 4 of the Act;

AND WHEREAS, section 19 of the *Weed Control Act*, RSA 2000 c. W-5.1 requires the establishment of a panel to determine appeals of an inspector's notices, a local authority's notices, or debt recovery notices issued under the Act;

AND WHEREAS, the Council of County of Minburn No. 27 considers it expedient to establish an Agricultural Appeal Board to hear appeals under the *Agricultural Pests Act*, the *Soil Conservation Act*, and the *Weed Control Act*;

NOW THEREFORE, the Council of County of Minburn No. 27, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

- 1.1. This Bylaw may be referred to as the "Agricultural Appeal Board Bylaw".

2. PURPOSE

- 2.1. The purpose of this Bylaw is to establish the mandate and functions of the Agricultural Appeal Board.

3. DEFINITIONS

- 3.1. In this Bylaw:

- a) "Administration" means the Chief Administrative Officer and/or their designates.
- b) "Appellant" means the person who has served written notice of an appeal to the Clerk of the Board.
- c) "Board" means the Agricultural Appeal Board.
- d) "Clerk" means the person appointed by the Chief Administrative Officer to act as Clerk of the Board.
- e) "Council" means the Council of County of Minburn No. 27.
- f) "County" means County of Minburn No. 27.
- g) "Member" means a member of the Board.
- h) "Presiding Officer" means the Member "in charge" of a hearing who acts as the spokesperson for the Board to open and close a hearing and give instructions to the parties.

4. ESTABLISHMENT AND MANDATE

- 4.1 The Agricultural Appeal Board is established.

- 4.2 The mandate of the Board is to:
- a) Hear and decide appeals of an inspector's notice issued under the *Agricultural Pests Act*;
 - b) Hear and decide appeals of an officer's order under the *Soil Conservation Act*; and
 - c) Hear and decide appeals of an inspector's notice, a local authority's notice, or a debt recovery notice under the *Weed Control Act*.

5. MEMBERSHIP

- 5.1. Members appointed by Council to the Agricultural Service Board, are hereby appointed as members of the Agricultural Appeal Board.
- 5.2. Appointed members may participate in hearings respecting appeals filed under the *Agricultural Pests Act*, the *Soil Conservation Act*, and the *Weed Control Act*. Members who are not Councillors shall not participate in hearings regarding appeals filed under the *Soil Conservation Act*. Members who are Councillors shall not participate in hearings regarding appeals filed under the *Weed Control Act*.
- 5.3. A person who is an employee of the County may not be a member of the Board.
- 5.4. Members shall be residents of the County.

6. MEETING PROCEDURE

- 6.1. Quorum shall be a majority of members of the Board.
- 6.2. Prior to each hearing, the Members shall elect a presiding Officer to chair the hearing.
- 6.3. A Member who is for any reason unable to attend the whole or part of an appeal hearing shall not participate in the deliberations or decision of the Board on that appeal.
- 6.4. The Board may deliberate and make its decisions in meetings closed to the public.

7. MEMBER CONDUCT

- 7.1. Councillors who are members of the Board shall be subject the Council Code of Conduct Bylaw.

8. DECISIONS

- 8.1. The Board shall issue its decision in writing together with reasons for the decision.
- 8.2. The decision of the majority of the Members is deemed to be the decision of the Board.
- 8.3. An order, approval, notice, or other items, made, given, or issued by the Board shall be signed on its behalf by the Presiding Officer or the Clerk.

9. CLERK

- 9.1. The Chief Administrative Officer shall designate a member of Administration to serve as Clerk of the Board.

- 9.2. The Clerk shall receive notices of appeal, schedule hearings, send notices related to hearings, keep an accurate record of the proceedings of the Board, and communicate decisions to the affected parties.
- 9.3. The Board's files, including signed decisions and agenda packages of the Board, shall be retained in accordance the County's Corporate Records Structure and any other governing legislation.
- 9.4. The Clerk shall provide an orientation to the whole Board at the first hearing of each calendar year, which shall include a review of this Bylaw, and the Remuneration and Benefits for Councillor and Appointed Member Policy.

10. APPEAL FEES

- 10.1. Appellants must pay fees as established in the Master Rates Bylaw and payment must accompany a written notice of appeal in order to be accepted by the Clerk.
- 10.2. The appeal fee shall be refunded to the appellant if the Board decides in the Appellant's favour.

11. REMUNERATION

- 11.1. Members of the Board shall be eligible for remuneration in accordance with the Remuneration and Benefits for Councillor and Appointed Members Policy.

12. EFFECTIVE DATE

- 12.1. This Bylaw shall come into force on the date of the third and final reading passed in Council with unanimous consent of the members present on the __ day of January 2025.

FIRST READING January __, 2025

SECOND READING January __, 2025

THIRD READING..... January __, 2025

REEVE

CHIEF ADMINISTRATIVE OFFICER



AGRICULTURE SERVICE BOARD DISCUSSION PAPER

Topic: Repeal Bylaw No. 714-1973

Date: December 11, 2024

Background

Bylaw 714-1973 passed third reading on May 29, 1973, to provide for weed control on highways within the county.

The occupant or owner of land shall for the purposes of the Weed Control Act be deemed to be the occupant of that portion of any highway within the County, and subject to the direction, management and control of County Council, which adjoins their land and lies between the boundary of their land and the middle line of the highway.

Information for the Board

The Bylaw 714-1973 was passed under the authority of the Weed Control Act. The intent of the Bylaw was to have the landowners be responsible for spraying the right-of-way to the middle of the road. There are provisions in the current Alberta Weed Control Act RSA 2008, Chapter W-5.1 regarding weed control on the provincial highways and municipal roads.

Administration recommends to the Agriculture Service Board to recommend that County Council approve rescinding the Bylaw 714-1973 to clean up and modernize the active list of ASB By-Laws for County of Minburn No. 27.

Recommendation

THAT the Agriculture Service Board recommends that administration forward Bylaw 714-1973 to County Council for rescinding with a rescinding By-Law.

Attachment:

Bylaw 714-1973 – Weed Control
Bylaw 1354-24 Rescinding Weed Control Bylaw.

COUNTY OF MINBURN NO. 27

By-Law No. 714 - 1973

A By-Law of the County of Minburn No. 27 to provide for weed control on highways within the County:

Pursuant to Section 9 of The Weed Control Act, the Council of the County of Minburn No. 27 hereby enacts as follows:

That the occupant or owner of land shall for the purposes of The Weed Control Act be deemed to be the occupant of that portion of any highway within the County, and subject to the direction, management and control of County Council, and which adjoins his land and lies between the boundary of his land and the middle line of the highway.

READ A FIRST TIME this 29th day of May, 1973, on motion of Councillor Ursulak.

READ A SECOND TIME this 29th day of May, 1973 on motion of Councillor Tymchyshyn.

READ A THIRD TIME by unanimous consent of all Councillors present this 29th day of May , 1973, on motion of Councillor Huculak and FINALLY PASSED.

A. W. Roland
REEVE

James J. Jurek
SECRETARY-TREASURER

COUNTY OF MINBURN NO. 27

BYLAW NO. 1354-24

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO RESCIND BYLAW NO. 714-1973.

WHEREAS Section 63 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 provides for the revision of bylaws, including the repeal of bylaws.

WHEREAS Bylaw No. 714-1973 was passed on May 29, 1973, for the purpose of weed control on highways in the County of Minburn No. 27.

WHEREAS Bylaw No. 714-1973 is no longer required as weed control on highways is conducted by the Government of Alberta, under the Weed Control Act RSA 2008, Chapter W-5.1.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT Bylaw No. 714-1973 be rescinded on the date this bylaw comes into force.
2. THAT Bylaw No. 1354-24 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the ___ day of January, 2025.

READ a first time the ___ day of January, 2025.

READ a second time the ___ day of January, 2025.

READ a third time the ___ day of January, 2025.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Agricultural Fieldman Report

Name: Quentin Borchar

Department: ASB

Reviewed by: Norm De Wet

For Presentation at: ASB Meeting, December 11, 2024

From Date: July 1, 2024

To Date: November 30, 2024

July

- Bertha Army Worm surveys were completed, with no threat of an outbreak for the season.
- Roadside spraying was completed on July 31, 2024.
- Roadside mowing started on August 1, 2024, and was approximately 20–25% complete.
- Parks and recreation mowing was completed as follows:
 - Lavoy: 4 passes
 - Wapasu: 4 passes
 - Ranfurly & Minburn: 2 passes
 - Ranfurly and Minburn truck fills: 2 passes
 - Lavoy sewer lagoon: 2 passes

August

- Alberta Wheat and Canola Crop surveys were completed and were set to be sent in as soon as they dried.
- Roadside mowing continued from August 1, 2024, and was expected to be completed around September 12, 2024.
- Parks and recreation mowing was completed as follows:
 - Lavoy: 2 passes
 - Wapasu: 2 passes
 - Ranfurly & Minburn: 2 passes
 - Ranfurly and Minburn truck fills: 2 passes
 - Lavoy sewer lagoon: 2 passes
 - Hwy 16 signs: 2 passes
- Quality control checks were conducted on work completed by mowing and spraying contractors.

September

- Roadside mowing was completed on September 12, 2024.
- Parks and recreation mowing was completed on September 16, 2024.
- Terms of Reference (TOR) for the Agricultural Service Board (ASB) were developed.
- A bylaw for the Agricultural Appeal Board was drafted.
- Requests for brushing at various locations in the county were investigated.
- Weed complaints from residents at various locations in the county were addressed.
- Beaver-plugged culverts were cleared, and complaints of beaver issues were investigated throughout the county.

October

- Attended the Northeast Agricultural Service Board (NE ASB) Regional Conference in Czar, AB, on October 25, 2024. Two resolutions were passed by the delegates.
- Requests for brushing at various locations in the county were investigated.
- A map and list for the brushing program were compiled in preparation for the 2024/2025 brushing season.
- Beaver-plugged culverts were cleared, and complaints of beaver issues were investigated throughout the county.
- Crop damage and land disturbance claims related to 2024 road construction projects were completed.

November

- Requests for brushing at various locations in the county were investigated.
- The map for the 2024/2025 brushing season was sent to Council members.
- Beaver-plugged culverts were cleared, and complaints of beaver issues were investigated throughout the county.
- Attended the Innisfree Seed Cleaning Plant AGM on November 19, 2024.